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MEMORANDUM FOR: All Group and Staff Chiefs

FROM:

Director, Foreign Broadcast Information Service

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SUBJECT:

Certification of Funding for RFP's

There are a number of sizable initiatives that FBIS plans to take in the coming months. A number of these will require RFP's or statements of work intended to serve as bases for RFP's. It is important to assure effective management and financial control of these items. Therefore, beginning immediately you must assure that RFP's or statements of work are routed through B&F Branch for certification that funds are available, and then to me via Chief, Executive and Planning Staff for approval before transmission to the Office of Logistics.

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